

Sarah Thurs

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PROFILE

- ▶ **Experienced:** 20+ years as a well-organized, highly conscientious editor of online and print materials
- ▶ **Meticulous:** Proficient in APA and Chicago style; carefully adhere to client tone, branding, and style preferences
- ▶ **Reliable:** Proven success with meeting tight deadlines while maintaining exceptional editorial standards
- ▶ **Collegial:** Easily establish collaborative rapport with clients, authors, graphic artists, and other team members
- ▶ **Principled:** Highly ethical, discreet, and tactful; trusted with client passwords and confidential information
- ▶ **Technologically Adept:** Skilled in electronic copyediting using Track Changes in Microsoft Word, as well as customized macros and add-on tools; experienced using Acrobat Reader DC to mark up PDF proofs; have used WordPress, Basecamp, Google Docs, and Microsoft Office programs to remotely coordinate, write, and edit client-based content marketing projects (such as blog articles, online courses, eBooks, and web copy)

RELEVANT WORK EXPERIENCE

Freelance Editor / Content Developer | The Polished Pen, LLC, Wausau, WI *2004–present*

- ▶ Operate a freelance-editing business, prioritizing tasks and projects based on changing demands and timelines
- ▶ Work with client team members to schedule, write, and design effective, easy-to-understand content-marketing and public relations materials that adhere to each client's branding guidelines and in-house style guide
- ▶ Edit university-level textbooks, school curricula, software, user manuals, academic journals, dissertations, and standardized tests / assessment tools
- ▶ Assist clients with writing articles, press releases, eNewsletters, handbooks, and other content marketing materials for various industries, including government, communications, education, finance, and retail

Technical Editor / Managing Editor | Thinking Publications, Eau Claire, WI *1998–2002 / 2002–2004*

- ▶ Wrote copy for product catalogs, print ads, and press releases; edited company website and eNewsletter
- ▶ Edited textbooks, workbooks, assessment tools, software, user manuals, and federal grant proposals for an educational publisher specializing in speech-language pathology and communication disorders
- ▶ Coordinated and scheduled freelancers; served as a liaison between authors, artists, and editors
- ▶ Managed project timelines; raised company on-time completion rate from 78% to 96%

PROFESSIONAL MEMBERSHIP

- ▶ **Trustee**, Marathon County Public Library Board *2019–present*
- ▶ **Board Member**, Marathon County Government Newsletter Editorial Board *2016–present*
- ▶ **Senior Member**, Society for Technical Communication, Twin Cities Chapter *2000–2019*
Special Interest Groups: Technical Editing | Consulting & Independent Contracting

EDUCATION

- ▶ Graduated **Summa Cum Laude** | B.A. in English–Linguistics, University of Wisconsin–Eau Claire *1998*